



## Job Posting: Graphic Designer

**Position:** Graphic Designer

**Reports:** Vice President of Marketing and Guest Services

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The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

**Position Summary:** Under the guidance of the Vice President of Marketing and Guest Services, the Graphic Designer is responsible for the conception and design of the organization's visual communications. The Graphic Designer will produce a diverse variety of content for the Museum, both digital and print, including program graphics, museum gallery guides, short-term exhibition branding, banners, brochures, mailers, digital graphics and other marketing related collateral. The Graphic Designer works closely with the Marketing team and across departments to effectively present the Museum's story, while developing ideas and opportunities contributing to the long-term success and stability of the organization.

The incumbent is expected to embrace the National WWI Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

This position's work hours are Monday through Friday, 8:30 am to 5:00 pm with infrequent modifications for special Museum events when needed. This is a full-time, salaried, exempt position.

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**Responsibilities:** *The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.*

- Produces printed and online media, which includes signage, banners, press materials, forms, advertising, direct mail and other graphic materials.
  - Manages graphic design requests and schedules in collaboration with internal departments to fulfill and assesses graphic requests.
  - In conjunction with the Vice President of Marketing and Guest Services, oversees and maintains consistent branding guidelines across the organization.
  - Manages relationships with select vendors and manages projects to completion. Reviews technical specifications and provides print-ready digital files to vendors.
  - Maintains archival files, including printed and media files.
  - Assists with creative planning and execution of public programs and special events
  - Collaborate with Museum departments on original content creation
  - Perform other duties as assigned.
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### **Education and Experience:**

- Bachelor's degree in graphic design, art or similar major preferred.
- Minimum two years of professional-level experience as a graphic designer, preferably in tourism, museum, non-profit or related field.
- Proficient skills, knowledge and experience with the Adobe Creative Suite and Microsoft Office programs.
- Strong typography, layout and production skills with comprehensive knowledge of CMYK print processes and online image standards. Experience with large-scale signage preferred.
- Proven ability to deliver consistently high-quality work under tight deadlines.
- Able to successfully manage multiple projects at one time and to set priorities and adapt as priorities shift.
- Excellent communication, organization and collaboration skills.
- Creative problem-solving skills; critical and creative thinker.
- Detail-oriented and willing to learn and adapt.
- Display excellent judgment, while operating in a flexible and professional manner.

Must show proof of being fully vaccinated for COVID-19, to work safely with staff, volunteers, and guests in the Museum and Memorial. Applicants who become fully vaccinated by their start date will also be welcome.

***Work Environment:*** This job operates in a professional retail environment. This role routinely uses standard office equipment and point of sale equipment.

***Physical Demands:*** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is moderately active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 35/40 pounds or assist in moving items 50 pounds or more.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions.

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### **The National WWI Museum and Memorial is an equal opportunity employer.**

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the



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uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

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**Salary and Benefits:** The National WWI Museum and Memorial offers a competitive salary.

### Application Instructions and/or Questions:

**Please send your resume, salary requirements and cover letter to:**

**Human Resources**

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: [human-resources@theworldwar.org](mailto:human-resources@theworldwar.org)

**NO PHONE CALLS PLEASE.**

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information.

Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.